

CLASS TITLE: SENIOR EKG TECHNICIAN

Class Code: 02786300
Pay Grade: 16A
EO: C

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision and operation of an EKG Unit including the planning, direction, assignment, instruction, supervision and review of the work of a subordinate staff of technicians engaged in providing EKG services to patients within a hospital or institutional setting; to perform EKG's on patients and provide the requisite clerical functions related thereto; and to do related work as required.

SUPERVISION RECEIVED: Works under the functional supervision of a medical superior on medical matters and the direct supervision of a hospital or institution administrative superior on non-medical matters with considerable latitude in the exercise of initiative and independent judgement involving non-medical matters; work assignments result from physicians' request orders for EKG's and administrative directives from the administrative superior; work is subject to review upon completion for results obtained, compliance with instructions, and conformance to hospital or institutional policies and objectives.

SUPERVISION EXERCISED: Plans, directs, assigns, instructs, supervises and reviews the work of a subordinate staff of technicians.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision and operation of an EKG Unit including the planning, direction, assignment, instruction, supervision and review of a subordinate staff of technicians engaged in providing EKG's services to patients within a hospital or institutional setting.

To perform EKGs on patients and provide the requisite clerical functions related thereto.

To be responsible for performing day-to-day supervisory responsibilities as head of an EKG Unit such as: to review and revise regular assignment schedules for self and subordinate staff, periodically, including the preparation of special 24 hour coverage schedules including holidays and weekends; to prepare and submit to the administrative superior's office the EKG Unit's annual budget requirements--personnel, capital and replacement items, materials and supplies; to maintain and process subordinate staff time sheets to administrative superior and maintain office records relative to staff requests for sick leave, annual and personal leave, etc.; to notify administrative superior of needs for operational supplies, furniture and equipment and provide all necessary data required to process such requests; to supervise and coordinate, inspection control and maintenance of all EKG machines, office equipment and Unit facilities; to maintain and update, periodically, the EKG Unit's Manual of Rules and Procedures; to interview and make recommendations to administrative superior for the filling of Unit vacancies; and to compile, prepare and disseminate monthly and annual reports involving the activities of the EKG Unit.

To make required minor adjustments and repairs to the electrocardiographic machine as well as make any minor replacements of parts; and to order outside repairs or replacement of equipment involving any major equipment defects or breakdown.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles of operation of an electrocardiographic machine for recording graphically the electrical impulses emanating from the action of the heart muscle and the ability to operate such a machine with skill and proficiency; a working

knowledge of the principles of heart anatomy as it relates to the muscle action of the heart and the related electrical impulses emitted by such muscle action; a working knowledge of the various pulsation centers of the body; a working knowledge of the medical terms identifying the various areas and parts of the human heart; a familiarity with the basic principles and practices of supervision and the ability to apply such knowledge in the supervision and operation of an EKG Unit; the ability to plan, direct, assign, instruct, supervise and review the work of a subordinate staff of technicians; the ability to prepare, compile and disseminate monthly and annual reports involving the activities of the Unit; the ability to perform clerical related duties including typing (not requiring the services of a qualified typist) necessary to prepare and maintain office records and files in the administration of an EKG program; the ability to make minor repairs and adjustments to electrocardiographic machines and to replace parts as required; the ability to prepare and put a patient at ease for examination; the ability to recognize and report irregular graphic recordings; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment as an EKG Technician in a hospital, institution, or clinic and including some charge experience over several other technicians in performing EKG services in a given area of operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 4, 1981

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